

Bylaws of The Highlands Photo Club

Date Revised: August 16, 2025

Article I Name

The Organization shall be known as *The Highlands Photo Club (The Photo Club)*.

The Photo Club is a registered IRC 501(c)(7) tax exempt social club under the umbrella of The Highlands At Dove Mountain Homeowners Association (HOA), 4949 W. Heritage Club Blvd., Marana, Arizona 85658.

Article II Mission

The mission of The Photo Club is the enjoyment, mastering, and furtherance of photography through cooperation, effort, education and good fellowship. This mission is enhanced through our relationships with photography clubs, professional and non-professional photographers, and photographic institutions in the greater Tucson area.

Article III Membership

Any resident of The Highlands at Dove Mountain, a gated community, whether renter or owner, interested in photography may apply for membership. Application blanks shall be made available at monthly meetings, in the clubhouse library, and through information available online at The Highlands' website. Any member who has lived in the Highlands but decides to move from the Highlands may request continued involvement in Photo Club. That individual shall be categorized as a "member emeritus" and shall pay the current annual dues. The member emeritus shall have access to the club website and be able to attend club meetings, outings, and workshops per the HOA guidelines. The member emeritus shall not be eligible for office or committees but is able to assist members.

Conduct or actions, by any member, that are detrimental to the image or reputation of The Photo Club may result in that member being asked to resign his/her membership. The Photo Club does not harass or discriminate against any individual(s) for reasons of race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, genetic information, status as a parent.

Article IV Officers

The President shall be elected by the membership. All other officers shall be appointed by the President and confirmed by the Steering Committee. These officers include the Vice President, Secretary and Treasurer.

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Article V Steering Committee

The management of The Photo Club shall be directed by the voting members of the Steering Committee. This Committee is the President's "Board of Trustees" that helps set the overall direction and tone of the club and represents the activities and responsibilities of each of the Club's working groups.

In the event that a Steering Committee member resigns or is unable to fulfill their duties, the President shall appoint a replacement. In the event that the President resigns before their full term, the Steering Committee shall appoint a replacement for the duration of the term.

The Steering Committee is composed of the officers (Article IV), the chairs of Working Groups (Article VII), and the immediate Past President. Other Past Presidents shall be included on the Steering Committee as honorary non-voting members. The Officers are the voting members of the Steering Committee. The current President may appoint additional voting members, with the approval of a majority of the Steering Committee, as long as the total number of voting Steering Committee members does not exceed 12. The current President may also appoint a maximum of two non-voting members at large, for a one-year term with the approval of a majority of the Steering Committee. A majority of the voting members of the Steering Committee shall constitute a quorum.

Article VI Duties of Officers

President

Duties of the President shall be to preside at all club meetings and the Steering Committee meetings, to appoint chairs of Working Groups, to act as a club spokesperson, to generally supervise all club activities, and to attend Steering Committee meetings.

Vice-President

Duties of the Vice President shall be: To assist the President as needed, to assume the duties of the President in his/her absence, and to attend Steering Committee Meetings.

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Secretary

Duties of the Secretary shall be: To keep records of the minutes of all Steering Committee meetings and to make those minutes available to the membership, to conduct correspondence of the club, and to attend Steering Committee meetings.

Treasurer

Duties of the Treasurer shall be: To maintain financial records of the club, keeping custody thereof, to monitor financial conditions from which to make recommendations for future fiscal choices, and to attend Steering Committee meetings.

Article VII Working Groups

The Steering Committee may appoint Working Groups as needed to support the activities of the Photo Club.

Article VIII Duties of Working Groups

The number of Working Groups and their respective responsibilities shall be determined by the Steering Committee. The activities decided upon shall thereafter be carried out by the Working Group chairs and the members appointed by the chair to the respective committees. Standing Working Group chairs shall report activities and progress to the Steering Committee, or to the membership at club meetings, and attend Steering Committee meetings.

Article IX Meetings

Section1. Place of Monthly Meetings

Regular meetings of The Photo Club shall have a place, date, and time, stipulated by the Steering Committee.

Section 2. Annual Meetings

The annual meeting of The Photo Club shall be held during the fourth quarter (October – December). Actions taken at this meeting will take effect in the term starting the following January.

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Section 3. Special Meetings

Special meetings of the members may be called by the individuals authorized to do so as described in these Bylaws. The Steering Committee shall call Special Meetings as the need arises.

Section 4. Notices of Meetings

Notices of meetings, regular, annual or special, shall be given via email to members entitled to attend the meeting by the secretary or by any other designated member of the Steering Committee.

Notices of all meetings shall be sent electronically to the appropriate participants via The Photo Club's website electronic mail system.

Section 5. Quorum and Voting

Every member entitled to vote is entitled to one vote. Twenty-five percent (25%) of the Club membership at the meeting in which a vote is taken constitutes a quorum.

For a matter to be passed by the membership, a quorum must be present, and the majority of members present and entitled to vote on the matter must vote in the affirmative.

Voting can occur by voice vote when taken online and in person in a blended meeting setting or electronically with the ballot emailed to all members who **are** entitled to vote.

Article X Presidential Election

The President is elected to a two-year term and may serve an additional **one to** two years if approved by the Steering Committee. Election of the President shall take place in November of the last year of the current President's term. The chair of the nominating committee plus at least two non-board members from the membership shall propose a slate of nominees and obtain the agreement from the nominees to serve if elected.

The chair (or his/her designee) shall present the slate to the membership in late October/early November. An online vote will then be held no sooner than 21 days after the slate of candidates is sent to the membership. Additional nominations can be made by emailing them to the chair prior to slate being emailed to the membership.

The vote is considered official if a quorum is present per Section IX.5 above.

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Article XI Finance

Annual dues shall be set by the Steering Committee as needed to cover expenses of all normal Club activities. The finances of the Photo Club shall be reviewed at the Annual Meeting in the fourth quarter, including any dues adjustments in the next fiscal year.

Article XII Amendment of Bylaws

These bylaws may be amended by a vote of the membership, either in person or via email. The vote is considered official if a quorum is present per Article IX, Section 5. Proposed amendments must be presented to the membership at least 21 days before a vote is held.